



STATE OF DELAWARE  
DEPARTMENT OF FINANCE  
DIVISION OF ACCOUNTING  
540 SOUTH DUPONT HIGHWAY  
THOMAS COLLINS BUILDING, SECOND FLOOR, SUITE 3  
DOVER, DELAWARE 19901

**MEMORANDUM**

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#99-4

TO: All Department and School Fiscal Officers

FROM: Clifford B. Edwards, Director *Shelley Stanley*  
*for Cliff Edwards*

DATE: December 1, 1998

SUBJECT: Small Purchase Card, Ghost Account and Travel Card

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Since the conversion from CoreStates to First Union, users of the small-purchase card, ghost account, and travel card have been experiencing a number of difficulties. The Division of Accounting is attempting to resolve these issues with First Union and apologizes for any inconvenience associated with the cards. Among the recurring issues:

- **A shorter billing cycle.** First Union has told us they will honor our CoreStates contract. That contract and the Delaware Code allow for payments within 30 days of the date appearing on the bill. You should not be charged a late fee if you pay within 30 days.
- **Deactivation of cards.** Several customers attempting to use their cards are told they have been deactivated. In some cases, a vendor has attempted to seize the card. **DO NOT GIVE UP YOUR CARD.** Please contact us if this happens.
- **New cards.** Some agencies have received new First Union cards unsolicited. **DO NOT USE THESE CARDS.** First Union has agreed to issue new cards in January 1999. However, if you apply for a *new* account during this interim period, you will receive a First Union card.

The correct Employer Identification (EI) number for First Union is 230577510. If you are experiencing these or other difficulties, please contact Shelley Stanley, Procurement Card Coordinator, at 739-5001.

LAW/bbg